

USF College of Engineering

Teaching Work Request



NEED DATE:	
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ALL WORK REQUESTS SUBMITTED MUST FOLLOW THE “MACHINE SHOP TEACHING GUIDELINES”

REQUESTOR (ALL TEAM MEMBERS) – PLEASE PRINT LEGIBLY

	Name	E-mail
NAME:		
DEPARTMENT:		
MATERIAL(s):		

DESCRIPTION OF WORK:

FACULTY NAME (PRINT)

FACULTY SIGNATURE & DATE

MACHINIST (PRINT)

MACHINIST SIGNATURE & DATE

College of Engineering

Machine Shop Work Request Guidelines for Teaching

- When working on design keep in mind size and material. If it is beyond our size capacity, we will not be able to machine your project. Use common material and stock sizes, as this will make more efficient time of your project. Projects can be scaled down to fit size restrictions.
- Be sure to use your resources when dimensioning your drawings (tap and drill charts, conversion charts, etc.) These can be found on-line.
- Proper size and shape of raw material must be purchased or it may not be accepted.
- Remember- this is a prototype. Material and aesthetics are not as important as functionality, time and cost. Aesthetics and material can always be changed on final design.
- Any parts requiring the use of a CNC router, 3D printer or laser cutter will have to go through the DFX lab located in ENB 110, as we do not have those capabilities yet.
- All drawings must be approved and signed by professor before submitting to the shop.
- All drawings must be **to engineering drawing standards and must be in inches**. An assembly drawing is required upon submittal of project package. These must be working drawings.
- Any project requiring fixturing must include additional material upon submittal. (see machine shop contacts)
- Work requests and guidelines can be found on canvas, outside the machine shop and the shop website.
- Projects submitted are put into a work queue and worked on in order of submittal, however smaller projects may be moved up in the queue at the shop's discretion.
- Projects are limited to 16 hours. Projects over that time may not be completed unless time permits.
- To submit a project- A work request, approved printed drawings, all material needed, and hardware must be submitted together. Work requests must include professor's signature.
- **Projects without all required items will not be accepted.**

Machine Shop Contacts:

Tony Villicana

Hours: Monday – Thursday from 7:00am - 4:30pm. Friday 7:00am -4:00pm.

Email: coeshop@usf.edu